DM-102-G

September 2, 1993

TO ALL DIVISION MANAGERS

SUBJECT: Select B5G5F/B1G1F Allocation Adjustment

Now that the Select introductory B5G5F/B1G1F product has established a selling pattern in your direct accounts, a balancing of allocations may be necessary. Obviously the product will move more rapidly in one account versus another and the current adjustment process (manually through Tobacco Customer Services) is not set up for mass adjustments to allocations.

To assist you in adjusting your direct account allocations to capitalize on current Select business building opportunities, the Promotional Product Allocation System will be opened one final time.

The following information will allow you to make adjustments where necessary:

- Beginning Thursday September 2nd, 12:00 p.m. Eastern Time waves 307-00, 309-00 and 310-00 for promotions #245 and #246 will be open for adjustments. The window will close on Wednesday, September 8th, 12:00 p.m. Eastern Time. All necessary adjustments should be made in this time frame.

- **IMPORTANT: Allocations may only be adjusted between direct accounts serviced by the same public warehouse. If you are unsure of which warehouse a direct account is serviced from, check and confirm prior to the transfer of allocations. If transfers are made which move allocations from one public warehouse to another, it will result in out of stocks.**

- Adjustments must balance when made. For each reduction made to an allocation, the equivalent increase should be made to an account(s).

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